

SUPERVISOR OF NURSING

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a nursing administrator, incumbents of this class coordinate, direct, implement and recommend systems, methods and procedures for the delivery of nursing care. This involves collaboration with nursing and hospital administrative staff to ensure that standards of practice, departmental philosophy and overall hospital objectives are accomplished. Administrative supervision is exercised over a number of nursing units within the primary areas of responsibility. Responsibility includes operational activities on a twenty-four hour, seven-day a week basis. Supervision and training is provided to a number of professional nurses and support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Clinical

Collaborates with Head Nurses in the clinical supervision of nursing personnel;

Ensures the planning, maintenance and evaluation of standards of nursing practice for primary areas;

Initiates and participates in the planning, implementation and evaluation of quality assurance activities for primary areas;

Reviews and analyzes trends pertinent to the delivery of nursing care services within a primary area and initiates appropriate innovations;

Evaluates patient care assignments to provide continuity of nursing care;

Staff Development

Participates in the planning, implementation and evaluation of staff development activities;

Maintains a professional level of competence through participation in educational and research activities;

Systems Maintenance

Ensures that staffing patterns are met and makes adjustments in nursing assignments to accommodate change in patient census and classification;

Ensures standardization of practice through implementation of current policies and procedures;

Participates in intra and inter-departmental problem solving activities;

Monitors the appropriate use of supplies and equipment by nursing personnel;

Participates in interviewing and selecting prospective candidates for nursing staff positions in the division;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Participates in the evaluation of nursing personnel and makes recommendations;

Promotes a multi-disciplinary approach to patient care specific in a primary area;

Participates in labor management conferences, making recommendations as required;

Participates in the budgetary process and recommends to the Deputy Director of Nursing additional staff and equipment needs;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of the applications of current nursing techniques and procedures; comprehensive knowledge of nursing service policies; thorough knowledge of New York State Nurse Practice Act, Joint Commission - Accreditation of Hospitals, American Nursing Association and New York State Health Department accreditation standards; thorough knowledge of the nursing care needs of patients in a specific area of clinical practice; good knowledge of accepted labor management practices and hospital personnel policies; Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to coordinate nursing services for a specific nursing division or service; leadership skills in the direction, supervision, coordination and evaluation of all levels of nursing staff; ability to collaborate with other disciplines involved in determining patient care priorities; sound professional judgment; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a valid license and current registration, issued by the New York State Education Department, as a Registered Nurse, and either: (a) five years of nursing experience in a hospital or health care facility, two of which must have been at a leadership level; or (b) a Bachelor's Degree* or Master's Degree* in Nursing, and four years of nursing experience in a hospital or health care facility, two of which must have been at a leadership level; or (c) an equivalent combination of training and experience.

NOTE: Satisfactory completion of 30 credits toward a Master's Degree* in Nursing, Health Care or Health Administration may be substituted for each year of the leadership experience required above.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.